

Students4Students Privacy Policy

About Students4Students

Students4Students is a registered charity in England and Wales (registered charity number 1186813) that provides free, one-to-one tuition in English and Maths to primary school students. We currently operate three branches in Durham, Bristol and Oxford and recruit volunteer tutors, who are students at these respective Universities, to deliver this tutoring once a week.

This privacy policy is intended to outline Students4Students approach to collecting and handling the personal data of those we work with. This includes our tutors, our committee volunteers, the pupils we tutor and anyone else who interacts with our charity.

We process data in regulation with the Data Protection Act of 2018, which also includes the General Data Protection Regulation (GDPR).

Our approach to handling data

Students4Students are committed to keeping your data safe and encourage best practice in our central team and national branches. Students4Students record and store our information on a secure, central, cloud-based system.

We require all of our tutors to sign the following declarations:

- An email usage policy.
- A data handling policy.
- A child safety agreement.

Some of the data that we might process:

Data relating to the recruitment process of our volunteers

In order for Students4Students to recruit committee members and tutors, we collect the details of any applications made so that these can be processed to decide which candidates to invite to interview.

If candidates are not successful in reaching the interview process or decide not to progress with their application, their details will be deleted after a maximum of three months. If candidates reach an interview, but are not successful, a record of the decision is made in compliance with Students4Students fair recruitment policy and this data is deleted at the end of each academic year.

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We may collect potentially sensitive data in accordance with our child safety policy for mandatory DBS checks for all committee members and tutors. Please see our section on child safety for more information.

Data relating to our members and volunteers

Students4Students are a *Charity Incorporated Organisation*. CIOs are bound by law to keep certain records, such as:

- A listing of all of our members, trustees and their contact details such as their name and University address.
- A log of decisions made by the trustees.

Members also have a right to access this register, as long as the request relates the duties of their role. Students4Students only give a member access to this register if they believe the request to be appropriate and necessary.

In order to qualify as a member of Students4Students, tutors need to have completed five sessions or more in their school.

Data relating to fundraising and our supporters

We collect data on donations made to Students4Students for our financial accounts and historical records. The data we collect includes:

- The donation amount and how it was paid to us.
- The donation date.
- If known, the name of the donor and any contact information they have given us.

We do not contact supporters for any purposes other than the necessary fulfilment of their donation unless they have given us consent to be contacted otherwise. All subscribers to bulk supporter communications have the option to unsubscribe at any time.

Data relating to the pupils we tutor

The information that we collect relating to the pupils we tutor is anonymised as much as possible in such a way that any pupil could not be personally identifiable (for example, by method of exclusion). Any personally identifiable information relating to pupils is restricted so that only certain branch members (who need this information to perform their role) have access to this.

Where necessary, branches and the central team may collect anonymised data that can help us to review the performance of our branches and report on Students4students impact as a way of fulfilling our charitable aims. For example, we may ask branches to submit data regarding:

- The number of pupils they have supported
- The number of tuition hours that have been provided in a term

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- Any feedback on the tutoring that the school or the pupil provides.

Child safety

Child safety is of utmost importance to Students4Students. In compliance with our Child Safety Policy, Students4Students have a duty of care to safely and confidentially record the details of any safeguarding issue raised and, where applicable, report this to the school and/or the relevant authorities. These records will be kept for 10 years.

In addition, tutors are subject to mandatory DBS checks and child safety training.

Students4Students may record data relating to a DBS check such as:

- Details of any previous convictions if these emerge in the recruitment process (this is classed as sensitive data).
- The DBS certificate number for each tutor.

We do not keep records of any information submitted to undertake a DBS check. If the tutor or committee member is no longer continuing in their role, this information is deleted at the end of the academic year. Tutors submit their own information to our DBS provider, Swift Check, and agree to SwiftCheck's terms of reference in this process. For more information, [click here](#).

Students4Students retain information relating to our tutors for up to two years after the end of their tutoring in case a child safety allegation is made retrospectively.

Your questions

If you have any questions or concerns relating to the contents of this policy, please contact Francesca Crisante by email: fran.crisante@students4students.org.uk. For more information about your rights relating to data protection, you can visit the *Information Commissioner's Office* website [here](#).

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